



## **END-POINT ASSESSMENT (EPA)**

Autumn 22-intake

**DIGITAL & TECHNOLOGY SOLUTIONS  
PROFESSIONAL DEGREE  
APPRENTICESHIP**

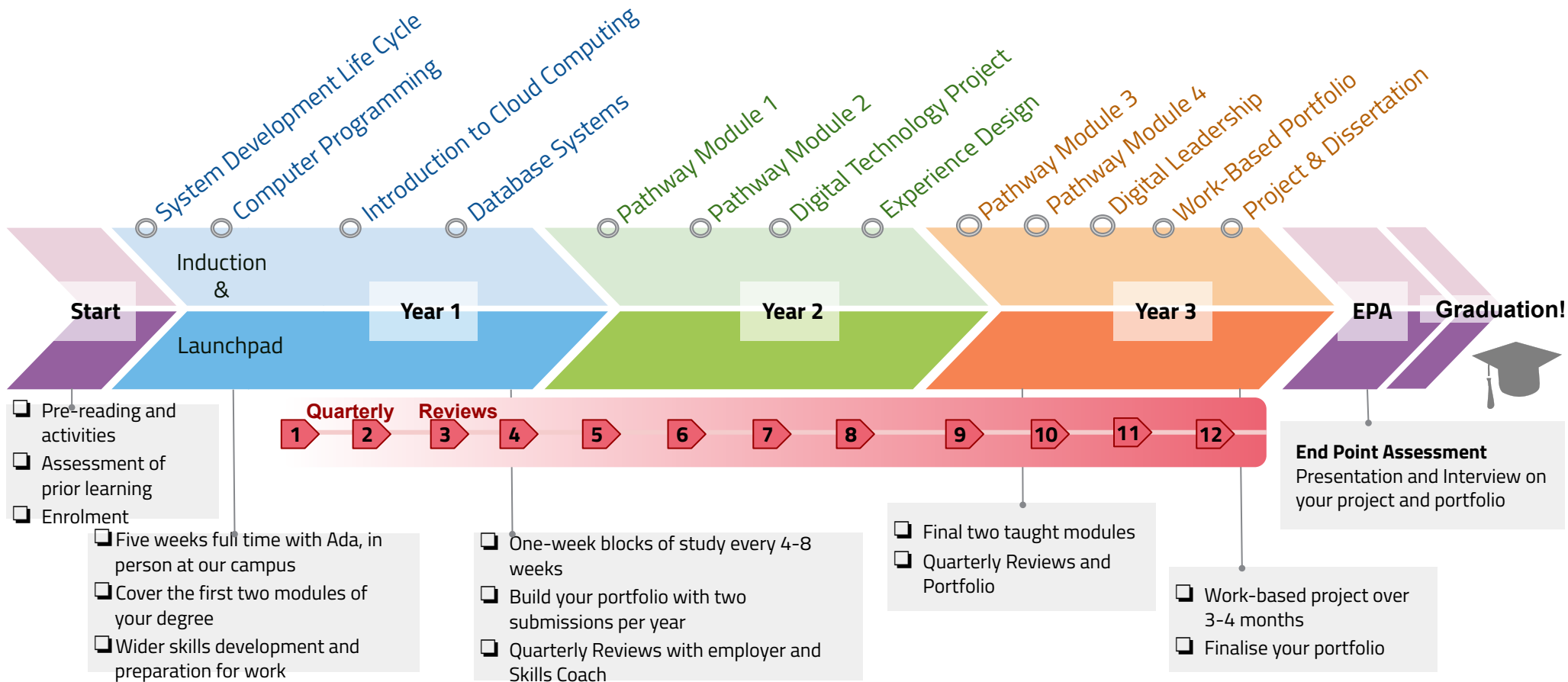
# What is on the Menu today ?

- Programme Structure ( An Overview)
- Structure and Outcome of the EPA
- BSc Degree and Apprenticeship and EPA
- Results, certification and resits
- EPA Conduction
- EPA Interview
- EPA Component (Project and Portfolio)
- TimeLine
- Resources



# Programme Structure : An Overview

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# Programme Structure : Pathway Modules

		Software Engineer	Data Analyst	Tech Consultant	Cyber Specialist
Year 2	1	Advanced Programming and Algorithmic Design	Data Analytics with Python	Business Risk Analysis	Cyber Security in Society
	2	Applied Artificial Intelligence	Data Visualization and Statistics	Entrepreneurship and Innovation	Cyber Security Analytics
Year 3	3	Software Quality Assurance	Machine Learning	Technology Entrepreneurship in Practice	Cyber Security Management
	4	Enterprise Software Engineering	Big Data Analytics	Emerging Technologies in Business	Cyber Penetration Testing

# Structure of EPA

- **The EPA refers to the final assessment of the apprenticeship.**
- *It is carried out by Ada as an End-Point Assessment Organisation (EPAO) that is registered with the Education and Skills Funding Agency (ESFA).*

Assessment Method	Completion
A: Project Dissertation	Completed as part of the degree and submitted prior to the Interview day
B: Work-based Portfolio	
Interview	
C: Project Presentation & Q/A	Completed during the Interview day (4-6 weeks after the submission)
D: Professional Discussion underpinned by Portfolio Interview	

# Outcome of EPA

- Four possible classifications are awarded for completion of the apprenticeship:

Project	Portfolio	Overall Grading
Fail	Any grade	<b>Fail</b>
Any grade	Fail	<b>Fail</b>
Pass	Pass	<b>Pass</b>
Merit	Pass	<b>Merit</b>
Distinction	Pass	<b>Distinction</b>

# Degree Apprenticeship & EPA

- The EPA is a holistic assessment of the Knowledge, Skills and Behaviours (KSBs) listed in the standard
- <https://www.instituteforapprenticeships.org/apprenticeship-standards/digital-and-technology-solutions-professional-integrated-degree-v1-1>
- EPA employs a variety of methods (e.g. portfolio, project report, interview and presentation).
- Ada will deliver an Integrated EPA for the Digital & Technology Solutions (DTS) BSc Degree Apprenticeship.



# Degree Apprenticeship & EPA

- The EPA is integrated into the design of the degree so that the Performance in the EPA will count towards the overall degree.
- The BSc degree cannot be completed without passing the EPA.
- However, a separate award is issued for each qualification.

Qualification	Awarding Body
BSc (Hons) Degree	The Open University
Level 6 Apprenticeship	Education and Skills Funding Agency (ESFA).





# What is Gateway ?

- The Gateway process will be used to confirm that the apprentice has met the pre-requisite requirements of the standard before they move to the EPA.
- Meeting the requirements automatically triggers going through the Gateway. However, a formal checkpoint will be carried out by your Skills Coach to confirm this.
- The gateway requirements must be met, prior to taking the EPA.

# EPA within the Degree

- The gateway for the EPA will occur when the apprentice has :
  - ✓ achieved 320 credits of their degree,
  - ✓ completed the Portfolio
  - ✓ achieved English and Maths at level 2 or higher.

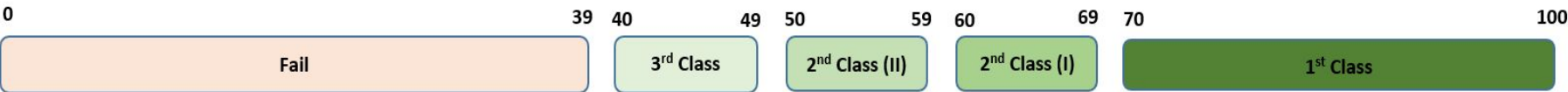


- Results of the EPA will be communicated to the apprentices and employers 3 weeks after the interviews.
- However, it can take up to 6 weeks for the official certificate of completion to arrive, as this is produced by the ESFA.
- The certificate will be delivered to the Ada and will be then handed over to the apprentices during the Graduation ceremony.
- Feedback cannot be provided on the interview day as the judgement has to go through internal quality and verification processes by Ada.

# BSc Degree Result

- ❑ Official confirmation of the BSc degree (including final classification) will be communicated to the students, following ratification by Ada Board of Examiners and the Awarding body, The Open University.
- ❑ On successful completion of the 3-year Degree (including at least a Pass in the EPA), the Open University (OU) will issue the certificate of completion of the BSc Degree.
- ❑ *The Final Grade is calculated as the average of all weighted modules across the three years.*

## BSc Award Classification



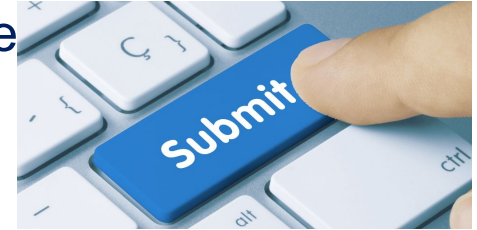
# Re-take

- In the rare event that the apprentice fails one of the assessment elements in the EPA (e.g. the dissertation ), they will be given the opportunity to resubmit that individual element) within two months. (AKA 'referral')
- All elements have to be passed to complete the EPA, but only the individual elements that are failed need to be retaken (i.e. the whole EPA does not have to be retaken).
- There will be no more interview for the referral.

# EPA Conduction

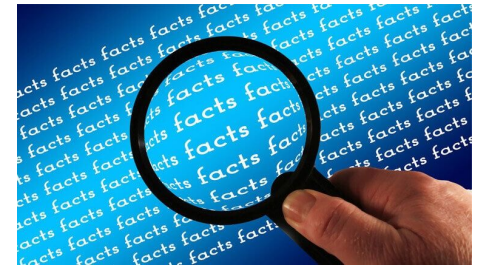
## 1. Submission

- The apprentice will submit two documents by the set deadline
  - i. Project Dissertation
  - ii. Portfolio of Evidence Summaries



## 2. Review of Assessment Evidence

- Each apprentice's portfolio of evidence and project dissertation will be reviewed by an external assessor, as well as an Ada's internal assessor.



## 3. Interview ( 60 minutes)

- The apprentice will take part in an Interview between the apprentice and the assessment panel 4-6 weeks after the submission



□ The purpose of the interview is to:



- ✓ Provide a basis for the assessment panel to make a holistic decision about the grade to be awarded.

- ✓ Clarify any questions the panel has from their assessment of the portfolio and the project dissertation.

□ The panel will have access to the apprentice's submission 4 weeks before the interview date.



# Assessment Panel

- The assessment Panel is comprised of :
  - i. an external assessor ,
  - ii. an internal assessor ( *your assigned Ada supervisor* )
  - iii. the employer's representative



# Interview Elements

1. Project Presentation ( 15 minutes)

2. Project Q/A



3. Professional Discussion, underpinned by  
the Portfolio

# Project Presentation

- The EPA Interview starts with a 15-minute presentation on the outcomes and impact of the project.
- This is a chance for the apprentice to bring to life their project and demonstrate its impact on their organisation.
- There is no set structure to the presentation, but it is important to remember that the assessors will have already reviewed the project report, so the presentation should only provide high-level summaries, data and evaluation.



A word cloud featuring the word 'QUESTIONS' in large, bold, orange and yellow letters at the center. Surrounding it are various related terms in different sizes and colors, including 'answers', 'poll', 'query', 'investigation', 'challenge', 'reply', 'interrogation', 'q&amp;a', 'puzzle', 'problem', 'confusion', 'ask', 'what', 'how', 'who', 'when', 'where', 'why', 'how', 'what', 'how', 'who', 'when', 'where', 'why'. A magnifying glass is positioned over the word 'QUESTIONS', highlighting it. The background is a light gray gradient.

- ©Ada. All rights reserved.



- The final part of the interview is questioning on the Portfolio.
- This will clarify any questions the assessors have from their assessments of the portfolio.
- The assessors will select the questions based on a review of the portfolio, providing an opportunity for the apprentice to elaborate on any gaps or areas of weakness.

# Final Year Project

- Single most important piece of work in your entire time on the apprenticeship
- The final year project is a work-based project that is designed to assess the practical skills, knowledge and professional behaviours (Specialism KSBs) of the Standard.
- The project must meet the needs of the employer's business and be relevant to the apprentice's occupation and apprenticeship.
- The project should relate to your pathways (specialism) in the programme.

# Project Deliverables

- The project is a 40-credit module within the Degree Programme.
- The project is assessed both in the EPA and BSc Degree.
- The project deliverables are the project proposal and the project report, referred to as ***“Dissertation”***.
- The following weightings will apply to project elements:

Component	Weighting	Word count
Proposal	20%	1500 words, +/- 10%
Dissertation	80%	6000 words, +/- 10%



# Proposal

- At the start of the project, you will be expected to scope out and provide a summary of what the project will cover.
  - Problem Outline & Proposed Solution
  - Project Plan
  - Research & Background Information
  - Choice of Methodologies and Tools
  - User Requirements
  - Risk Analysis
- Your proposal needs to be approved to embark on the project.
- In case a student fails the proposal, they will be given the opportunity for two more attempts to amend the existing proposal or produce a new one.



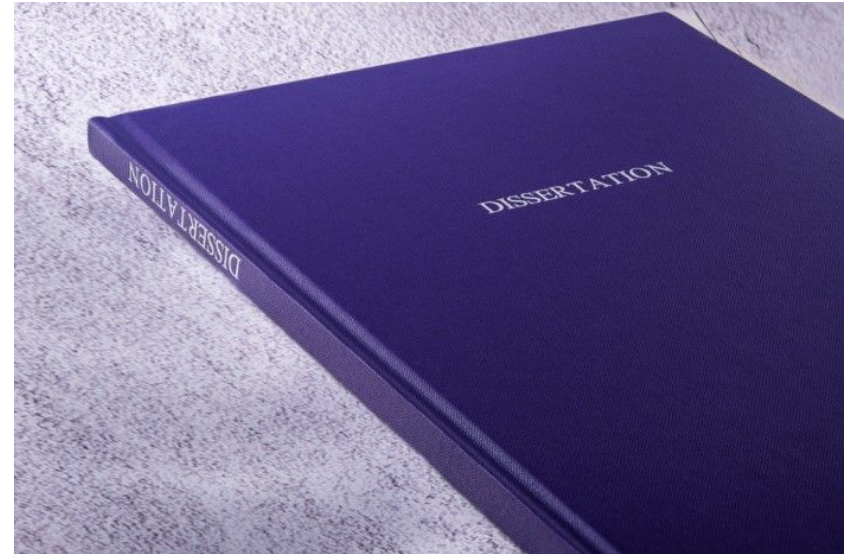
# Dissertation

The project output will be in the form of a report, referred to as ***Dissertation***.

## Chapters :

- Introduction
  - Aims and Objectives
  - Research and Findings
  - Requirements Analysis
  - Design and Implementation
  - Project Outcomes and Testing
  - Recommendations and conclusions.
- The full guide on dissertation structure for different pathways can be found on the Google Classroom.

<https://classroom.google.com/w/NzEyMzE3MTk2NTQ0/t/all>



## Academic Supervisor

- The academic supervisor will provide academic support to the student throughout the duration of the project. This will include:
  - Monitoring and ensuring progress.
  - Providing academic and technical guidance.
  - Providing feedback on submitted project elements
  - Answering student queries.
- An academic supervisor will be assigned to each apprentice, after the submission of the proposal.



## Supervision Meetings

- ❑ You should arrange a face-to-face progress meeting with your academic supervisor during the Ada weeks as per calendar. General queries can be dealt with via email.
- ❑ It is your responsibility to maintain contact with your academic supervisor.
- ❑ Students who fail to stay connected with their supervisor or miss appointments cannot expect to be chased.

# Project Supervision ...

## Workplace Supervisor/ Mentor

The workplace supervisor will provide technical and material support for the student in the workplace.

- Monitoring and ensuring progress.
- Ensuring availability of required technical and material resources (e.g. servers, tools, platforms, study time).
- Providing technical guidance.
- Answering student queries.



You are advised to arrange project supervision meetings with your workplace supervisor, as required.

# Submissions

- ❑ Both project proposal and the Dissertation should be submitted as PDF documents, via Google Classroom before the given deadline.
- ❑ Your software(code) ( if applicable) should also be submitted as Zip file via Google Classroom along with your dissertation.

## Penalties for Late Submission

- ❑ All submissions are subject to a deadline, and you should always try to meet the deadline.
- ❑ Submissions made after the deadline without a valid extenuating circumstance will be subject to a grading cap of 40%.



- All projects are marked in accordance with the Ada Marking and Moderation Policy.
- Each dissertation is marked by the project supervisor and the external assessor. The final grade is calculated as the average of the two marks.
- In the event of disagreement between the supervisor and the external assessor (i.e. if the grades differ by 10 marks or more), a third marker or the External Examiner will also consider the project.



# Confidentiality

- Your project may contain confidential material that your employer does not want disclosed to the public.
- This could include sensitive data, business ideas, programming code, etc.
- In such cases, your employer may have reservations about allowing you to submit your work to the College for assessment.
- In such cases, we are willing to make special arrangements for submission to take place in a manner that does not compromise confidentiality.
- This may include signing a confidentiality agreement.
- Please make sure that you consult with your employer with regards confidentiality issues relating to your project before you begin.
- If there are confidentiality issues, please raise these with your academic supervisor at the earliest possible opportunity, so that appropriate arrangements can be put in place for assessment to take place.

- The portfolio is a collection of evidence that shows how the learner has achieved the various knowledge / skills / behaviours requirements detailed in the apprenticeship standard for this assessment method.
- The evidence is organised into Evidence Summaries. The content of the Evidence Summaries is mapped against the Pass and Distinction criteria to ensure that it is covered in full, and that the external assessor is easily able to locate the relevant evidence.
- You are required to submit 6 Evidence Summaries over the course of your programme
- Your Evidence Summaries should meet the assessment criteria related to your pathway.
- For further details, including the Standard, Criteria, Guidelines, Templates and samples of Evidence Summaries, please see the Google Classroom for your EPA Portfolio.

# EPA TimeLine 2025

Date	Activity
12th September 2024	Final year introductory session
w/c 3 February 2025	Suggested start of Proposal writing
<b>4 April</b>	<b>Deadline: Proposal Submission</b>
w/c 7 April	Final Taught Module Delivery Week
w/c 5 May	Project Review Week – Meeting with Ada supervisor
w/c 9 June	Project Review Week – Meeting with Ada supervisor
w/c 14 July	Project Review Week – Meeting with Ada supervisor
4 August - 8 September	Suggested window for write-up
w/c 25 August	Last Project Review Week – Meeting with Ada supervisor
<b>8 September</b>	<b>Deadline: Submission of Dissertation &amp; Portfolio</b>
22 Sept.- 31 Oct. 2025	EPA Interviews
w/c 24 November 2025	Confirmation of EPA Results
19th December 2025	Confirmation of BSc Results (subject to change)

□ Please sign into the Google Classroom

Class Code : **6t75yhn**

## Key Documents :

- Final Year Project Handbook
- EPA Guidance for Employers and Apprentices
- Portfolio Template
- Presentation ( slides and the recorded session)

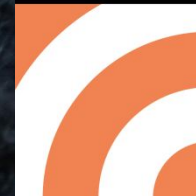
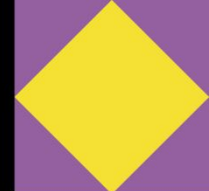
The site will be populated with more materials.





THE END

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# Questions

